

STATE OF NEW JERSEY



LOCAL JUVENILE DETENTION CENTER

C330000-999

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C330000	SCHEDULE NUMBER 999	PAGE NUMBER 1 OF 8
DEPARTMENT Juvenile Detention Center DIVISION BUREAU		AGENCY REPRESENTATIVE <i>[Signature]</i> TITLE <i>Deputy Superintendent</i> (AREA CODE) TELEPHONE NUMBER <i>(609) 615 5899</i>		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>	DATE <i>4/24/91</i>
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
	<u>Superintendent's Office</u>			
0001-0000	Budget Reports - Copy	6 yrs		Destroy
0002-0000	Administrative Subject File - correspondence	3 yrs		Destroy
0003-0000	Correspondence			
0003-0001	External	3 yrs		Destroy
0003-0002	Internal	Periodic Review		Destroy
0003-0003	Policy, Procedures, and Directives	Permanent		Permanent
0004-0000	Annual Reports	Permanent		Permanent
0005-0000	Personnel Folders	6 yrs after termination of employment		Destroy
0006-0000	Job Applications - unsuccessful	3 yrs		Destroy
0007-0000	Timesheets (Attendance Records)	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C330000

SCHEDULE NUMBER

999

PAGE NUMBER

2 OF 8

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0008-0000	Tax withholding forms	3 yrs		Destroy
0009-0000	Payroll Records	10 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C330000

SCHEDULE NUMBER

999

PAGE NUMBER

3 OF 8

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0050-0000	<u>JINS</u> Juveniles in Need of Supervision (JINS) Program Client File (Individual resident files) (including admission forms/questionnaires, personal property /responsibility forms, progress reports, release/ furlough agreements, requests for temporary shelter care, parental/guardian	3 yrs after juvenile attains age 18		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C330000

SCHEDULE NUMBER

999

PAGE NUMBER

4 OF 8

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Records Administration</u>			
0100-0000	Records Retention Schedule	As updated		Destroy
0101-0000	Request and Authorization for Records Disposal (ED-6) Forms	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C330000

SCHEDULE NUMBER

999

PAGE NUMBER

5 OF 8

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

Operations - Secretary's Office

0150-0000

Hearing Results
Adjudicator's copy: contains decision and results.

5 yrs

Destroy

0151-0000

Visitor's Logs

5 yrs after last entry

Destroy

0152-0000

Communication Sheets
Consists of a Daily Activity Report of a client living unit.

3 yrs

Destroy

0153-0000

Purchase Orders

0153-0001

Original

6 yrs

Destroy

0153-0002

Copy

3 yrs

Destroy

0154-0000

Requisitions

4 yrs

Destroy

0155-0000

Food Vouchers

6 yrs

Destroy

0156-0000

Cancelled Checks (Duplicates)

3 yrs

Destroy

0157-0000

Bids and Proposals

6 yrs

Destroy

0158-0000

Daily Report of Operations

2 yrs

Destroy

0159-0000

Grant Agreement (Copies)
Original maintained by Administration.

1 yr after termination

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C330000

SCHEDULE NUMBER

999

PAGE NUMBER

6 OF 8

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0160-0000	Monthly Food Reports	3 yrs		Destroy
0161-0000	Shift Reports	6 yrs		Destroy
0162-0000	Incident Reports			
0162-0001	Incident Reports - General	3 yrs		Destroy
0162-0002	Incident Reports - Individual	3 yrs after juvenile attains age 18		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C330000

SCHEDULE NUMBER

999

PAGE NUMBER

7 OF 8

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Records

0200-0000

Commitment of Juvenile

3 yrs after
juvenile attains
age 18

Destroy

0201-0000

Court Disposition

3 yrs after
juvenile attains
age 18

Destroy

0202-0000

Daily Census Report

2 yrs

Destroy

0203-0000

Disciplinary Action

3 yrs after
juvenile attains
age 18

Destroy

0204-0000

Daily Report of Admissions and Discharges

2 yrs

Destroy

0205-0000

Medical Sheet

3 yrs after
juvenile attains
age 18

Destroy

0206-0000

Medical Treatment

3 yrs after
juvenile attains
age 18

Destroy

0207-0000

Monthly Roster of all Persons Incarcerated by not
(title cont.) yet Sentenced

2 yrs

Destroy

0208-0000

Property Sheet

3 yrs after
juvenile attains
age 18

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C330000

SCHEDULE NUMBER

999

PAGE NUMBER

8 OF 8

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0209-0000

Request for Temporary Juvenile Detention

3 yrs after
juvenile attains
age 18

Destroy

0210-0000

Permanent Record Card

Permanent

Permanent

0211-0000

School Records

3 yrs after
juvenile attains
age 18

Destroy

0212-0000

Escape Reports

3 yrs after
juvenile attains
age 18

Destroy

0213-0000

Medical History File
(retention cont.) whichever is longer.

10 yrs after most
recent discharge or
age 23,

Destroy